



Georgia Department of Community Health

Annual Leave		Policy No. 210
Effective Date:	April 1, 2000	Page <u>1</u> of <u>5</u>

References: Rules of the State Personnel Board, Rule 18

I. Purpose

The purpose of this policy is to establish the provisions for earning annual leave and for utilizing leave for absences from work.

II. Scope

This policy applies to all full-time and part-time classified and unclassified employees eligible to earn and use leave.

III. Eligibility

- A. Full-time employees and part-time employees, who are scheduled to work at least 20 hours per week are eligible to earn annual leave **unless** they are on an hourly, temporary or student appointment. Part-time employees scheduled to work fewer than 20 hours per week do not earn annual leave.
- B. Employees are charged annual leave only for the time they are absent from work. Leave cannot be used before it is accrued.

IV. Leave Accrual

- A. Eligible employees accrue annual leave at the end of **each semi-monthly pay period** provided they are in pay status for the required amount of time. Accrued annual leave is available for use at the beginning of the pay period after it is earned.
 - 1 Eligible **full-time employees** accrue annual leave at the end of each semi-monthly pay period provided they are in pay status for **at least 40 hours**.
 - 2 This minimum period is prorated for part-time employees by the percentage of time worked. The percentage of time worked is determined by dividing the scheduled work hours per workweek by 40.
- B. Eligible employees who are not in pay status for the minimum amount of time in a pay period do not accrue annual leave for that pay period.



- C. Eligible **full-time employees** accrue annual leave at the following rates depending on length of continuous service:

Semi-monthly Accrual	Length of Continuous Service
5 hours	0 – 60 months
6 hours	61 – 120 months
7 hours	121 months or more

1. The length of continuous service begins on the first day an employee reports for work in a position entitled to earn leave. Accrual is based on continuous, unbroken service. If there is a break in service, the length of continuous service starts over on the date of return, and employees begin to accrue annual leave at the lowest monthly accrual rate. When the first day of the month is a regularly scheduled non-work day and an employee reports to work on the first work day of the month, the length of continuous service is calculated from the first day of the month.
 2. Eligible part-time employees accrue annual leave **at the end of each semi-monthly pay period** at the rates specified for full-time employees prorated by the percentage of time worked. (For example, an employee in pay status for 30 hours per week accrues 75% of the full-time accrual amount.) Fractions of an hour are rounded to the nearest whole hour.
 3. Eligible employees begin accruing annual leave at the appropriate higher rate on the first day of the month after completing the required months of continuous service.
- D. Eligible employees can accumulate up to a maximum of 360 hours of annual leave. Any annual leave in excess of 360 hours is placed in a forfeited status, but may be restored in cases of illness or disability. (See Section VIII. on Restoring Forfeited Leave.)

V. Use of Annual Leave

- A. Annual leave may be used for any purpose.
- B. Unless an emergency situation exists, employees must request and receive approval from their supervisors before using annual leave. Employees are responsible for planning time off well in advance and notifying their supervisors as soon as possible in order to minimize the interruption to work flow while employees are away.



- C. Employees are not required to give specific reasons for requesting annual leave, unless a situation such as the following applies:
 - 1. the leave is for an unscheduled/emergency absence,
 - 2. the DCH organizational unit is short staffed or has a major assignment pending, or
 - 3. the employee is under the restrictions of an attendance plan.
- D. Employees are required to use FLSA compensatory time before using annual leave.
- E. Employees cannot use accrued annual leave during periods of absence in which they are receiving state-funded wage substitutes, including but not limited to Workers' Compensation benefits.

VI. Scheduling Annual Leave

- A. Supervisors are responsible for scheduling annual leave. Prior to approving requests for annual leave, they must consider factors, including, but not limited to: workloads, deadlines, priorities, office coverage, and leave requested by other employees.
- B. Supervisors should make reasonable efforts to grant employees' annual leave requests; however, supervisors are not required to grant requested annual leave when the leave would disrupt the work schedules, leave an office uncovered, inconvenience the work force or public, or contribute to employees' not meeting performance expectations.
- C. Emergency annual leave requests should be reviewed on a case by case basis. Supervisors are to determine whether the absence will be charged to annual leave or unauthorized leave without pay.

VII. Payment For Annual Leave

A. Lump Sum Payment For Annual Leave

Employees, who are granted leave without pay for at least 30 calendar days, may be paid in lump sum for all accrued and unused annual leave that has not been forfeited, up to a maximum of 360 hours.



C. Terminal Leave

When employees have a break in service, all accrued and unused annual leave that has not been forfeited, up to a maximum of 360 hours, will be paid in lump sum.

1. When a separation date has been set administratively to permit employees to be paid for terminal leave, the pay status of employees will not be extended for the purpose of granting a holiday or an unanticipated non-work day occurring after the last day in pay status.
2. When employees notify supervisors of separation, they must not be continued on the payroll in leave with pay status for the purpose of increasing the rate of leave accrual or the rate at which accrued leave would be paid.
3. Terminal leave is paid at the salary last received by employees.

NOTE: Forfeited annual leave is not considered terminal leave and is lost when there is a break in service. (If employees return to State government, forfeited annual leave may be used for retirement credit purposes.) A "break in service" is a separation from service for a period of one or more days. Leaves of absence without pay and suspensions are not considered breaks in service.

VIII. Restoring Forfeited Leave

- A. Annual leave forfeited during the current period of employment may be restored to employees as follows:
 1. when employees have exhausted FLSA compensatory time and all annual, sick and personal leave, and
 2. the absence from work is due to personal illness or disability or illness/disability of an immediate family member.
- B. Employees must submit a written request to their supervisor to have forfeited leave restored. A statement from the attending health care provider that supports the continuing absence from work is to be attached to the request.
- C. Supervisors are to forward requests to restore forfeited leave to the Office of Human Resources for review and approval.
- D. Forfeited annual leave can only be restored to cover the current absence from work due to the illness/disability of the employee or immediate family member.



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Transfer Of Leave

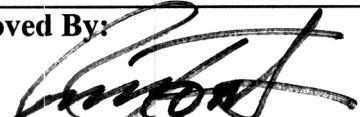
When employees transfer between positions entitled to earn leave without a break in service, accrued annual leave and forfeited leave transfer unless prohibited by state law.

X. Dual Employment

Employees who are employed in two positions within State government at the same time, both of which are entitled to earn leave, accrue and use leave independently in each position. When employment ends in one of the positions, but not both, and the positions are in different State departments, terminal leave is paid for all accrued and unused annual leave.

Creditable Service

Employees who are members of the Employees' Retirement System may receive creditable service toward retirement for forfeited annual leave provided the combined leave balances of forfeited annual leave, forfeited sick leave, current accumulated and unused sick leave, and sick leave balances previously lost due to a break in service total at least 960 hours.

Approved By: 	Date: 4-3-00
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